October 5, 2012

Dear LEA Leaders and Special Education Representatives,

The Enrollment Audit and Child Count/Educational Environments data collection efforts have been combined this year in an attempt to reduce the administrative burden on LEAs.

In addition, this year the Division of Specialized Education (DSE) and the Office of Data Management (ODM) are working together to ensure a smooth exchange across both the October 5th Enrollment Audit and the December 1st Child Count.

OSSE held trainings in September to review the comprehensive October 5th Enrollment Audit Process, which briefly addressed the Child Count component. This communication is intended to clarify the key activities and timelines designed to support the Child Count/Educational Environment data collection efforts.

1. Week of October 1, 2012
    - Announce the requirements for the Special Education audit/Child Count data collection effort and post all pertinent documents/tools on the OSSE Website: http://osse.dc.gov/page/child-count-data-collection.
    - Registration for webinars opens
2. Week of October 15, 2012:
    - Release the OSSE IDEA*Facts* tool to all LEAs for administrative review
3. October 22, 2012:
    - Special education audit/child count data collection effort LEA webinars
    - Idea*facts* application tool is released to LEAs for review of student level data
4. October 22, 2012 – December 7, 2012:
    - Idea*facts* tool is available to LEAs; LEAs are provided with ongoing technical assistance from their OSSE Division of Specialized Education and the Special Education Data System (SEDS) Team point of contact.
5. December 7, 2012:
    - LEA initial data certification is due to OSSE by close of business (5:00 PM, EST).
6. December 8, 2012 – December 13, 2012:
    - SEA independent audit of records occurs.
    - SEA analysis of initial LEA data submissions occurs.
7. December 14, 2012:
    - Finalized analysis and data notes for LEAs with data discrepancies are distributed to LEAs (Note: OSSE will consider December 7 certifications as final for LEAs with no noted special education data discrepancies)
8. January 4, 2013:
    - All data appeals resolved, SEA finalizes data set; final LEA certification forms due, if applicable.

Each LEA will receive an invitation to the OSSE IDEA*facts* application. The invitation will be sent to the Head of LEA and LEA Special Education Coordinator, as listed in OSSE's School and LEA Management System (SLIMS). The OSSE IDEA*facts* application will allow each LEA to quickly review and confirm that the data in SEDS are accurate and up-to-date. The OSSE IDEA*facts* will also allow each LEA to report environment settings that may not be captured in SEDS. Within the OSSE IDEA*facts* application, there will be a required certification form. After reviewing the data and confirming the accuracy of the data, each LEA must download the certification form, sign it and email it back to the OSSE by December 7, 2012 at 5:00PM EST. It is vitally important for all LEAs to submit this form, certifying the validity and reliability of the data in a timely manner.

The SEDS and ODM teams will provide support for IDEAfacts via webinars. During the 1 hour webinars, the SEDS and ODM teams will review the following: (1) accessing OSSE IDEAfacts; (2) reviewing information in the application; (3) how to correct erroneous information; and (4) the certification process. There will also be an opportunity for participants to ask questions. These webinars will be offered and then be available in archived format on the SEDS resource site.

Along with the invitation to the OSSE IDEA*facts* application, each LEA will receive a manual with instructions for accessing the application and completing required tasks. Each LEA has been assigned to a SEDS Team contact person. This individual will contact LEA special education representatives to provide support and answer any questions.

If there are any inaccuracies in the data, updates/corrections must be made within SEDS and/or DCSTARS or PROACTIVE. You may contact your SEDS Team contact person for additional support on how to make the necessary updates/corrections.

The OSSE's Division of Specialized Education and Office of Data Management are committed to working with LEAs to improve results for all children with disabilities and ensuring that all children are afforded their guaranteed rights under the law. If you have any questions, please email the SEDS Team point of contact, Sreeja Nair, Director of Specialized Education Data, at Sreeja.Nair@dc.gov, or Jeffrey Noel, Director of the Office of Data Management at Jeffrey.Noel@dc.gov.

We look forward to supporting this important effort.

Sincerely,

Amy Maisterra, Ed.D.
Assistant Superintendent of Specialized Education

Cc: Hosanna Mahaley Jones, State Superintendent